



24<sup>th</sup> September 2026

Dear Councillor,

I hereby summon you to attend a meeting of **the Events Working Party** on  
**Tuesday 29<sup>th</sup> September 2026** In the Council Chamber, Shotton Hall,  
Peterlee, SR8 2PH at 10.00am

Mr I Hall  
Town Clerk

## **AGENDA**

### **1. Apologies for Absence**

### **2. To receive declarations of interest**

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

### **3. Martyn's Law**

Report of the Town Clerk (Attached)

### **4. Third Party Events**

Report of the Town Clerk (Attached)

### **5. Events Planning and Agreements 2027**

Report of the Events Officer (Attached)

### **6. Over 60s Christmas Event Catering Options**

Report of the Hospitality Supervisor (Attached)

### **7. Exclusion of Press and Public**

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 & the Local Government (Access to Information) Act, Part 1, due to the commercial and/or personal information contained in the report.

**8. 2026 Remembrance Parade Provision of Traffic Management Services**  
Report of the Events Officer (Attached)

**9. Next Meeting Date**

Members are to agree the next date and time the Events Committee will meet.

**Report to:** Peterlee Town Council

**Date of Meeting:** 29<sup>th</sup> September 2026

**Subject:** **Martyn's Law Terrorism (Protection of Premises) Act 2025**

**Report of:** Ian Hall Chief Officer/Town Clerk

**Report Purpose:** The purpose of this report is to provide Members with an update on the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, and to consider how the legislation may affect Peterlee Town Council's premises and events.

The report considers the Council's Summer Fun Day at Woodhouse Park, events at Eden Lane, the annual Remembrance Parade, the Pavilion and functions held at the Pavilion.

The report also considers the practical steps the Council should take in preparation for the legislation coming into force.

**Background:** The Terrorism (Protection of Premises) Act 2025 received Royal Assent on 3 April 2025.

The legislation is commonly known as Martyn's Law, in memory of Martyn Hett, one of the 22 people killed in the Manchester Arena terrorist attack in May 2017.

The purpose of the legislation is to improve preparedness and protection at certain publicly accessible premises and events in the event of a terrorist attack.

The Security Industry Authority (SIA) will regulate the new regime.

The substantive duties are not yet in force. The current implementation period provides an opportunity for the Council to identify which of its premises and events may fall within the legislation and to review its existing emergency and event-management arrangements.

**Details:** An important distinction within Martyn's Law is that qualifying premises and qualifying events are dealt with separately.

The fact that 800 or more people attend an event does not automatically make it a qualifying event. Similarly, the fact that a large event takes place on Council land does not automatically make the underlying land qualifying premises.

Each Council facility and event therefore needs to be considered according to its particular circumstances.

For qualifying premises, the legislation generally becomes relevant where 200 or more people can reasonably be expected to be present at the same time from time to time and the other statutory criteria are satisfied.

Premises where between 200 and 799 people can reasonably be expected to be present at the same time may fall within the standard tier. Premises where 800 or more people can reasonably be expected at the same time may fall within the enhanced tier.

For a qualifying event, 800 or more people, including staff, must reasonably be expected to be present at the same time. However, this is only one of the statutory conditions which must be satisfied.

#### ENTRY CONTROLS FOR QUALIFYING EVENTS

A particularly important condition for determining whether an event is a qualifying event is how people gain admission.

The legislation requires measures to be in place to check that members of the public seeking to enter have satisfied a specified condition of entry.

This could include checking that someone has paid for admission, holds a ticket or pass, including a free ticket or pass, or is an appropriate member or guest of a club or association.

The fact that an event takes place within a fenced or gated area does not, by itself, satisfy this requirement.

There is therefore an important distinction between having physical gates or boundaries around an event site and actually checking that people entering satisfy one of the statutory conditions of entry.

#### PARKS AND RECREATION GROUNDS

The legislation contains specific provisions relating to parks, gardens, recreation grounds and other open-air recreational premises.

Where members of the public can normally access these premises without having to pay, hold a ticket or pass or satisfy another relevant condition of entry, the premises may fall within the statutory exclusion applying to certain open-access recreational premises.

The fact that a park is physically fenced and gated does not automatically mean that it falls within Martyn's Law.

This distinction is particularly relevant to Woodhouse Park.

#### WOODHOUSE PARK

Woodhouse Park is fenced and gated. However, during its normal operation members of the public are not required to purchase admission, obtain or present a ticket or pass or demonstrate membership of an organisation simply to use the park.

The existence of fencing and gates is therefore not, by itself, sufficient to make Woodhouse Park qualifying premises.

The normal operation of Woodhouse Park should nevertheless be formally assessed and the Council should retain a record of that assessment.

A separate assessment is then required when the Council uses the park for a major organised event.

## WOODHOUSE PARK SUMMER FUN DAY

Peterlee Town Council holds a Summer Fun Day at Woodhouse Park which includes attractions, stalls and other activities.

The event operates between 11.00am and 4.00pm. During this period Woodhouse Park is closed for its normal everyday use and is used for the purposes of the Fun Day.

Members of the general public are nevertheless able to attend the event and can arrive and leave at any time during the event's opening hours.

The fact that the park is closed for its normal use does not make the Fun Day a private event. The Fun Day itself remains accessible to members of the public.

## ACTUAL ATTENDANCE AT THE 2026 SUMMER FUN DAY

The 2026 Summer Fun Day attracted more than 4,000 people.

Importantly, attendance monitoring undertaken during the event established that 976 people were present at the same time between 1.00pm and 2.00pm.

This provides the Council with useful evidence when considering future events under Martyn's Law.

The relevant test is not simply how many people attend during the full five hours of the Fun Day. It is the number of people who can reasonably be expected to be present at the same time.

The Council therefore has direct evidence that the Summer Fun Day can exceed the 800-person threshold.

When assessing future Summer Fun Days, the Council should take this historic attendance into account. Unless the format or scale of the event changes materially, it would be reasonable to anticipate that 800 or more people may again be present simultaneously.

The statutory assessment also includes people working at the event. Depending upon how the 976 figure was recorded, staff, stallholders, attraction operators, contractors, stewards and other persons working within the event may need to be included when determining the relevant number.

## DOES THE SUMMER FUN DAY QUALIFY UNDER MARTYN'S LAW?

Although the Council has evidence that the 800-person attendance threshold can be exceeded, this does not by itself make the Summer Fun Day a qualifying event.

The Summer Fun Day is currently free and non-ticketed.

Members of the public can arrive at Woodhouse Park at any time between 11.00am and 4.00pm without having to purchase admission, obtain a free ticket, present a pass or satisfy another relevant condition of entry.

Although Woodhouse Park is fenced and gated, the gates are being used as physical access points rather than to check that people entering have satisfied one of the statutory conditions of entry.

On the current arrangements, the Council therefore has clear evidence that the Summer Fun Day satisfies the numerical attendance criterion, but the event does not appear to satisfy the separate entry-control criterion required for a qualifying event.

This assessment should be reviewed before each future Summer Fun Day and whenever there is a material change to the way the event operates.

#### **FUTURE TICKETING**

Martyn's Law does not require the Council to introduce tickets for the Summer Fun Day simply because more than 800 people attend.

Indeed, introducing free or paid tickets and checking those tickets at the gates could change the legal position.

For example, if future admission was restricted to people holding a ticket or pass which was checked at the entrance, the event could potentially satisfy the entry-control criterion. Given the Council's evidence of 976 people being present simultaneously, the event could then potentially become a qualifying event, subject to the remaining statutory criteria being satisfied.

Any decision to introduce ticketing should therefore be made for appropriate event-management reasons and with an understanding of the potential implications under Martyn's Law.

#### **SECURITY AT THE SUMMER FUN DAY**

The fact that the current Summer Fun Day may not satisfy the statutory definition of a qualifying event does not mean that counter-terrorism, security or emergency planning should be disregarded.

An event attracting more than 4,000 visitors and with a recorded peak of 976 people present simultaneously is a significant public event.

The Council should continue to maintain an appropriate Event Management Plan and risk assessment covering crowd management, emergency access, evacuation, first aid, stewarding, communications, lost children and vulnerable persons, vehicle movements, suspicious items or behaviour, emergency services liaison and arrangements for responding to or suspending the event following a serious incident.

The principles of evacuation, invacuation, lockdown and communication contained within Martyn's Law guidance should also be considered as part of the Council's event planning where relevant and proportionate.

#### **EDEN LANE AND OTHER OUTDOOR EVENTS**

Events held at Eden Lane and other outdoor locations used by Peterlee Town Council should be assessed individually using the same principles as the Woodhouse Park Summer Fun Day.

Outdoor events can vary considerably in their size, location, layout and admission arrangements. The fact that an event is taking place outdoors does not, by itself, determine whether Martyn's Law applies.

For each significant outdoor event, the Council should consider the anticipated total attendance and the maximum number of people reasonably expected to be present at the same time. This should include relevant Council employees, contractors, stallholders, performers, attraction operators, stewards and other people working at the event.

Where 800 or more people can reasonably be expected to be present simultaneously, the numerical element of the qualifying-event test may be satisfied. The Council would then need to consider the remaining statutory criteria.

In particular, consideration should be given to whether the event is accessible to members of the public, whether there is a defined event boundary and whether admission is subject to a qualifying condition of entry.

Where members of the public can freely enter an outdoor event without having to pay, obtain or present a ticket or pass, or satisfy another qualifying condition of entry, the event would not appear to satisfy the specific entry-control criterion for a qualifying event.

Where an outdoor event operates a controlled admission system, for example through paid or free tickets or passes which are checked before entry, a further assessment would be required to determine whether the event falls within Martyn's Law.

The Council should therefore avoid assuming that all outdoor events have the same status. Each significant event should be considered according to its actual arrangements.

Regardless of whether an outdoor event ultimately falls within the statutory definition of a qualifying event, appropriate event-management, security and emergency arrangements should remain in place according to the size and nature of the event.

The Council should continue to prepare proportionate Event Management Plans and risk assessments for significant outdoor events and should consider matters such as crowd management, emergency access, evacuation, communications, first aid, stewarding, vehicle movements, lost children and vulnerable persons, suspicious items or behaviour, emergency services liaison and arrangements for responding to a serious incident.

Where reasonably practicable, the Council should also record the total attendance and peak number of people present simultaneously at its larger outdoor events. This will provide useful evidence for future Martyn's Law assessments and wider event planning.

## **REMEMBRANCE PARADE**

The Council's annual Remembrance Parade requires a different assessment because the event principally takes place across public roads, streets and other open-access areas rather than within a single enclosed event site.

Members of the public are generally able to observe the parade from public areas without having to purchase admission, obtain a ticket or pass or satisfy another qualifying condition of entry.

Where the parade route consists of open-access roads, streets and pavements and there are no qualifying entry checks, those areas would not normally meet the entry-control requirement for a qualifying event.

The Council should nevertheless consider individual parts of the Remembrance arrangements separately.

Where the parade finishes or congregates at a particular location, the arrangements at that location should be assessed. If an area were separately enclosed, admission controlled and 800 or more people reasonably expected simultaneously, a different assessment could be required.

Any part of the Remembrance arrangements taking place within a place of worship should also be considered separately because the Act contains specific provisions relating to premises used primarily as places of worship.

### **SAFETY AND SECURITY AT THE REMEMBRANCE PARADE**

Regardless of whether the Remembrance Parade falls within the statutory definition of a qualifying event, appropriate security and emergency planning should continue to form part of the Council's arrangements.

The Council should maintain an appropriate risk assessment and Event Management Plan which considers the parade route, road closures, congregation points, crowd management, emergency access, stewarding, communications, first aid, vehicle movements and arrangements for responding to a serious incident.

Particular attention should be given to locations where significant numbers of people congregate rather than considering only the moving parade itself.

The principles contained within Martyn's Law guidance should be considered as good practice where they are relevant and proportionate to the Remembrance arrangements.

### **THE PAVILION**

The Pavilion requires a separate assessment because it is an established building used for activities involving members of the public.

The Council needs to determine whether the Pavilion satisfies the statutory criteria for qualifying premises.

A particularly important consideration is whether it is reasonable to expect 200 or more people, including staff, to be present at the same time from time to time.

The Council should consider the permitted capacity of the building, capacity of function areas, normal attendance, larger functions, sports activities, community events, occasions when several areas are being used simultaneously, employee numbers and previous attendance.

If between 200 and 799 people can reasonably be expected simultaneously from time to time and the remaining statutory criteria are met, the Pavilion could fall within the standard tier.

If 800 or more people can reasonably be expected simultaneously from time to time, further assessment against the enhanced-tier requirements would be necessary.

A specific Pavilion assessment should therefore be undertaken and documented.

### **FUNCTIONS AT THE PAVILION**

If the Pavilion is determined to be qualifying premises, this does not mean that every birthday party, wedding reception, funeral reception, presentation evening, sports function or community event held within the Pavilion becomes a separate qualifying event.

For example, if the Pavilion is qualifying premises and a family hires it for a birthday party attended by 100 people, the party does not become a separate qualifying event simply because it takes place within qualifying premises.

The Council's responsibilities would primarily arise through the management of the Pavilion itself.

Appropriate emergency information should therefore be incorporated into the Council's function-hire arrangements so that organisers understand that they and their guests must follow instructions provided by Pavilion staff in the event of an emergency.

### **PUBLIC PROTECTION PROCEDURES AT THE PAVILION**

If the Pavilion falls within the standard tier, the Council would need appropriate public protection procedures.

These principally concern evacuation, invacuation, lockdown and communication.

Evacuation concerns moving people safely away from danger. Invacuation concerns moving people into, or keeping them within, a safer part of the building where appropriate. Lockdown concerns restricting access to, exit from or movement around the premises where appropriate. Communication concerns providing information to people within the building and contacting the emergency services.

These arrangements should be proportionate to the Pavilion and should build upon the Council's existing fire, emergency and premises-management arrangements wherever possible.

### **LARGE EVENTS INVOLVING THE PAVILION**

Where the Pavilion and surrounding land are used together for a major event, a separate event-specific assessment may be necessary.

For example, where more than 800 people are expected simultaneously within a defined event area and admission is controlled through checked tickets or passes, the Council would need to consider whether the event satisfies the qualifying-event criteria.

The Council would also need to establish the event boundary, the status of the Pavilion itself and who has control of the premises for the purposes of the event.

### **COUNCIL EVENT ASSESSMENTS**

The Council should introduce a simple and proportionate Martyn's Law assessment for significant Council events.

The assessment should record the nature and location of the event, who is organising and controlling it, anticipated total attendance and maximum simultaneous attendance, including relevant staff and contractors.

It should also record the evidence used to determine expected attendance, whether the event is open to members of the public, whether there is a defined event boundary, whether admission is subject to a qualifying condition, whether that condition is checked and whether the underlying premises themselves fall within Martyn's Law.

The assessment should also record the emergency arrangements appropriate to the event.

This would provide the Council with a clear audit trail demonstrating that Martyn's Law has been considered.

### **RECORDING ATTENDANCE**

The attendance monitoring undertaken at the 2026 Woodhouse Park Summer Fun Day provides a useful example of the information the Council should retain.

Rather than simply recording that more than 4,000 people attended the event, the Council can demonstrate that **976** people were present simultaneously between 1.00pm and 2.00pm.

The Council should continue this approach for significant future events by recording total attendance, peak simultaneous attendance, the approximate time of the peak, the number of staff and contractors where relevant and the method used to calculate or estimate attendance.

This information will assist both Martyn's Law assessments and general event planning.

### **NOTIFICATION TO THE SIA**

The substantive requirements of Martyn's Law are not yet in force and the Council does not currently need to notify the SIA of the Summer Fun Day, Remembrance Parade, Pavilion or other Council events solely as a consequence of the Act having received Royal Assent.

Once the relevant provisions commence, notification requirements will apply where the Council is the responsible person for qualifying premises or a qualifying event.

The Council should continue to monitor Government and SIA guidance as implementation approaches.

### TRAINING AND STAFF AWARENESS

Relevant employees should receive proportionate awareness training before implementation.

This should include employees involved in the Pavilion, functions and bookings, event planning, outdoor events, premises management, health and safety and emergency planning.

Government counter-terrorism awareness and protective-security resources available through ProtectUK should be considered as part of the Council's preparations.

### PROPORTIONATE APPROACH

The Council should take a proportionate approach to implementation. Martyn's Law does not mean that every Council event needs security staff, every Fun Day must become ticketed or every function at the Pavilion requires a separate Martyn's Law assessment.

Equally, an event falling outside the technical statutory definition of a qualifying event should not automatically be regarded as requiring no counter-terrorism or security planning.

The Council's Summer Fun Day provides a particularly good example. The current non-ticketed arrangements may mean that the event does not meet the statutory qualifying-event test, but a recorded peak attendance of 976 people demonstrates why appropriate emergency and security planning remains important.

### CONCLUSION

Martyn's Law will introduce new responsibilities for organisations controlling certain publicly accessible premises and events.

For Peterlee Town Council, the legislation should not be approached simply by asking whether an event has more than 800 attendees. The status of the premises and the particular event must be considered separately and all relevant statutory criteria must be taken into account.

The Council now has clear attendance evidence for the Woodhouse Park Summer Fun Day. More than 4,000 people attended the 2026 event and 976 people were recorded as being present simultaneously between 1.00pm and 2.00pm.

The event therefore clearly demonstrates that the 800-person attendance threshold can be exceeded. However, the Fun Day remains free and non-ticketed, with members of the public able to enter without satisfying a qualifying condition of entry. On the current arrangements, it therefore does not appear to meet the separate entry-control criterion for a qualifying event.

The Remembrance Parade requires a different assessment because it principally takes place across open-access public roads and areas without qualifying entry controls. Appropriate security and emergency planning should nevertheless remain an important part of the Council's arrangements.

The Pavilion should be assessed separately as potential qualifying premises, particularly to determine whether 200 or more people can reasonably be expected to be present simultaneously from time to time.

The Council should use the implementation period to complete these assessments, review its emergency and event procedures, provide appropriate staff awareness training and prepare for the commencement of the legislation.

**Recommendation:** Members are requested to note the contents of the report and the implications of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) for Peterlee Town Council's premises, functions and events.

Members are also requested to note the preparatory work identified within the report and that a further update will be provided as appropriate following the commencement of the legislation and the publication of any further Government or Security Industry Authority guidance.

## Appendix 1: Implications

**Finance:** There are no immediate financial implications arising directly from this report. Future costs may arise from staff training, reviewing procedures and documentation, event-management arrangements and any proportionate security measures identified through future assessments. Any significant expenditure would be reported to Members through the Council's normal budget arrangements.

**Staffing:** There may be additional requirements for relevant employees involved in events, premises management and the Pavilion to undertake awareness training and become familiar with revised procedures. These requirements should be proportionate to individual roles and responsibilities.

**Risk:** There is a risk that the Council could fail to identify premises or events falling within Martyn's Law and consequently be insufficiently prepared for implementation. This risk can be reduced through appropriate assessments, event planning, staff awareness and keeping arrangements under review as further guidance becomes available.

### **Equality and Diversity, Cohesion and Integration:**

There are no direct equality and diversity implications arising from this report. Any future changes to premises, events or emergency arrangements should take account of accessibility and the needs of people who may require additional assistance during an emergency.

### **Crime and Disorder:**

Martyn's Law is intended to improve preparedness and protection against terrorism at certain publicly accessible premises and events. The Council's preparations will support its wider approach to the safe management of premises and public events.

### **Consultation and Communication:**

Approved events will be promoted through the Council's communication channels and, where appropriate, through partner organisations and other stakeholders.

### **Procurement:**

There are no immediate procurement implications arising from this report. Should future assessments identify a requirement for additional training, security services, equipment, physical security measures or specialist advice, any procurement would be undertaken in accordance with the Council's Financial Regulations, procurement procedures and relevant legislation.

**Legal:** The Terrorism (Protection of Premises) Act 2025 has received Royal Assent, although the substantive duties are not yet in force. The Council will need to ensure that any premises or events falling within the scope of the legislation comply with the relevant requirements once they come into force.

### **Health and Safety:**

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The Council already has responsibilities for the safe management of its premises and events. Martyn's Law will complement existing arrangements, including risk assessments, Event Management Plans, emergency procedures, evacuation arrangements, first aid and staff responsibilities.

**Report to:** Peterlee Town Council

**Date of Meeting:** 29<sup>th</sup> September 2026

**Subject:** **Martyn's Law Third Party Events and Hire of Council Land**

**Report of:** Ian Hall Chief Officer/Town Clerk

**Report Purpose:** The purpose of this report is to bring to Members' attention the work involved in processing requests from individuals and external organisations wishing to use Peterlee Town Council land for events and to consider the additional implications arising from the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law.

Members are referred to the separate Martyn's Law report elsewhere on the agenda which provides further information on the legislation and its implications for the Council's own premises and events.

**Background:** The Council receives requests from individuals, community groups, charities, businesses and other organisations wishing to use Council-owned land to hold events.

Before permission can be granted, officers need to ensure that sufficient information has been provided to allow the proposed event to be properly considered.

Depending upon the size and nature of the event, this can involve reviewing Event Management Plans, risk assessments, public liability insurance, first-aid arrangements, licences, site plans, stewarding and security arrangements and other relevant documentation.

In practice, applications are not always received with all of the required information. This can result in officers having to contact organisers on a number of occasions to request missing information, seek clarification or obtain updated documents.

The process can therefore be time consuming, particularly for larger or more complex events, and can involve input from a number of Council officers before an application is in a position to be considered.

The introduction of Martyn's Law adds a further consideration when assessing some third-party events held on Council land.

#### MARTYN'S LAW AND THIRD-PARTY EVENTS

The fact that Peterlee Town Council owns the land on which an event takes place does not automatically mean that the Council will be the responsible person under Martyn's Law.

Where an external organisation takes control of an area of Council land for the purposes of organising and managing an event, that organisation may be the responsible person. This will depend upon the actual arrangements for the event and the level of control exercised by the organiser and the Council.

It is therefore increasingly important that the respective responsibilities of the Council and event organiser are clearly established before permission to use Council land is granted.

The Council will also need sufficient information about larger events to understand whether Martyn's Law may potentially apply. This includes information about anticipated attendance, the maximum number of people expected to be present at the same time, admission arrangements and who will have operational control of the event site.

**Details:****NEW OUTDOOR EVENTS POLICY**

Officers are currently developing a new Outdoor Events Policy and associated application process for individuals and organisations wishing to use Council-owned land.

The purpose of the new policy is to provide a clearer and more consistent process for applicants and the Council and to ensure that all of the necessary information is provided sufficiently in advance of an event.

The proposed application process states that applications should be submitted to the Council at least six months before the proposed event. The six-month period is intended to provide sufficient time for officers to review the application and supporting documentation, request any missing or additional information and allow the application to be considered by the Council.

It will also provide time for matters such as risk assessments, Event Management Plans, insurance, licences, consultation, health and safety requirements and any implications arising from Martyn's Law to be properly considered.

The new Outdoor Events Policy and associated application documentation are still being developed and will be presented to the Governance Committee in due course for consideration.

Until the new policy has been formally considered and approved, applications will continue to be dealt with under the Council's existing arrangements.

**EVENT APPLICATION PROCESS**

The new application process provides an opportunity to make clearer to organisers what information must be submitted and when it is required.

Applicants will be expected to provide sufficient information about the proposed event at the application stage rather than officers having to repeatedly request information as the proposed event date approaches.

For larger events, this will include the anticipated total attendance and maximum number of people expected to be present at the same time, including people working at the event.

The application process should also establish whether the event is open access or subject to controlled admission, whether paid or free tickets or

passes are required and checked, whether the event has a defined boundary and who will have operational control of the event site.

Where information is incomplete, officers will need to request further information before an application can be fully considered.

The proposed six-month application period should help provide sufficient time for this process and reduce the risk of officers having to deal with incomplete information immediately before an event.

#### **RESPONSIBILITY OF THE ORGANISER**

Event organisers are responsible for providing the Council with the information necessary to properly consider their application and for ensuring that appropriate arrangements are in place for their event.

Where an external organisation is responsible for controlling and managing an event, it will also be responsible for complying with legislation applicable to that event.

The Council should not seek to act as the regulator for Martyn's Law. The Security Industry Authority will undertake that role.

However, as landowner, the Council should obtain reasonable assurance that an organiser has considered the relevant legal, health and safety, security and emergency requirements before permission to use Council land is granted.

The new Outdoor Events Policy, application form and associated terms and conditions should therefore clearly explain what is expected from organisers and the respective responsibilities of the Council and organiser.

#### **OFFICER TIME**

The processing of third-party event applications can involve a significant amount of officer time.

This is particularly the case where applications are incomplete or where supporting documents need to be repeatedly requested, checked or amended.

The Council has a responsibility as landowner to ensure that applications are properly considered. However, event organisers should also take responsibility for submitting complete applications and the necessary supporting documentation within the required timescales.

The proposed new policy and six-month application period should provide greater clarity for applicants and give officers sufficient time to undertake the necessary checks.

It should also help to establish a clearer point at which an application is sufficiently complete to be considered by the Council.

**Recommendation:** Members are requested to note the contents of the report, in particular the level of officer time involved in reviewing, checking and obtaining the

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documentation required for third-party events held on Council land and the additional considerations arising from Martyn's Law.

Members are also requested to note that officers are currently developing a new Outdoor Events Policy and associated application process, including a proposed requirement for applications to be submitted at least six months before the proposed event.

The new Outdoor Events Policy and associated documentation will be presented to the Governance Committee in due course for consideration.

## Appendix 1: Implications

**Finance:** There are no immediate financial implications arising directly from this report.

**Staffing:** Processing third-party event applications can require a significant amount of officer time, particularly where documentation is incomplete and officers are required to repeatedly request, review or clarify information.

The introduction of the new Outdoor Events Policy and application process should provide greater clarity for organisers regarding the information required and the timescales for submission.

Relevant officers will also need to become familiar with the implications of Martyn's Law for events held on Council land.

**Risk:** There is a risk to the Council where insufficient information is provided to properly assess a proposed event or where responsibility between the Council and an external organiser is unclear.

There is also a risk where applications are submitted too close to the proposed event date to allow sufficient time for documentation to be reviewed and any issues addressed.

The proposed six-month application period should assist in reducing these risks.

### **Equality and Diversity, Cohesion and Integration:**

There are no direct equality and diversity implications arising from this report. Event organisers should continue to consider accessibility and the needs of people who may require additional assistance during an emergency.

### **Crime and Disorder:**

No direct Implications.

### **Consultation and Communication:**

No direct Implications.

### **Procurement:**

There are no immediate procurement implications arising from this report.

**Legal:** The Council should ensure that its Outdoor Events Policy, event application and hire arrangements clearly identify the respective responsibilities of the Council and external event organisers. The Council should not attempt through its terms and conditions to transfer a statutory responsibility where the legislation determines responsibility differently.

### **Health and Safety:**

All events held on Council land will continue to be subject to appropriate health and safety, risk assessment and event-management requirements regardless of whether Martyn's Law applies.

**Report to:** Peterlee Town Council

**Date of Meeting:** 29<sup>th</sup> September 2026

**Subject:** **Events Planning and Agreements 2027**

**Report of:** Laura Freeman, Events Officer

**Report Purpose:** To ask Members to consider and agree, in principle, the Council's events programme for 2027 and to identify any additional events they wish Officers to investigate.

The report also asks Members to note the potential implications of the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) and the associated security, staffing, training, financial and operational requirements which may need to be considered as part of future event planning.

**Background:** During 2026, Peterlee Town Council has delivered the following events to date:

- Three Fun Days, held during May half-term, July and August 2026;
- Garden Competition – July 2026; and
- Super Soaker and Colour Fun Run – July 2026.

The 2026 events programme has been very well received, with strong attendance and participation across the events delivered.

The first Fun Day, held during the May half-term, attracted a total footfall of more than 5,000 people, with the subsequent Fun Days in July and August each attracting approximately 2,500 attendees.

The Garden Competition was also successful, with six new garden entries received during 2026, demonstrating continued interest and participation from the local community.

The Super Soaker and Colour Fun Run was particularly well supported, with all 300 available tickets allocated. Positive feedback was received from participants following the event.

Members will recall that, at the previous Events Meeting, discussion took place regarding the potential introduction of additional events, including a Christmas Tree Light Switch On event, once the newly planted Christmas tree has had sufficient time to establish, together with a Peterlee's Got Talent event.

Members are therefore invited to consider the events they wish the Council to support during 2027 and to put forward any additional ideas they would like Officers to investigate.

**Details:** Proposed Events Programme 2027

Members are asked to consider the following programme:

- Three Fun Days – May, July and August 2027;
- Garden Competition – July 2027;
- Remembrance Parade – November 2027;

- Peterlee's Got Talent – November 2027;
- Christmas Tree Light Switch On – December 2027; and
- Two events for older residents, with the format and dates to be determined.

Any additional event proposed by Members would be subject to further assessment by Officers, including feasibility, indicative costs, staffing requirements, venue availability, health and safety, security and any applicable statutory requirements, before a commitment is made.

Terrorism (Protection of Premises) Act 2025 – Martyn's Law  
Members should be aware of the Terrorism (Protection of Premises) Act 2025, commonly referred to as Martyn's Law.

The legislation has received Royal Assent. However, the statutory requirements are not yet in force and will require commencement before organisations are legally required to comply.

The application of the legislation will depend upon the particular circumstances of individual premises and events. Attendance figures alone do not necessarily determine whether an event falls within the statutory regime.

Officers will therefore assess individual Council events and relevant premises against the applicable statutory criteria as part of the event planning process and will continue to monitor Government guidance and commencement arrangements.

Irrespective of whether a particular event falls within the statutory requirements, appropriate security, emergency planning, risk assessment and event-management arrangements will continue to form part of the Council's planning process.

#### Previous Event Costs

The following costs relate to events delivered during 2026 and are provided to Members as an indication of the financial commitment associated with the existing programme:

| <b>Event</b>                | <b>Overall Cost</b> | <b>Additional Security Cost</b> | <b>Income</b> |
|-----------------------------|---------------------|---------------------------------|---------------|
| Summer Fun Days (x3)        | £21,295.00          | £2,474.00                       | £3,410.00     |
| Garden Competition          | £1,500.00           | N/A                             | N/A           |
| Super Soaker/Colour Fun Run | £1,620.66           | £208.00                         | £0.00         |

Officers should confirm whether the additional security costs shown above are included within, or additional to, the stated overall event costs before the final budget for 2027 is prepared.

Detailed costs are not currently available for all of the proposed new events. Approval of the programme at this stage should therefore be regarded as approval in principle and not as approval to incur expenditure beyond existing approved budgets.

Indicative costs for the agreed programme will be incorporated into the Council's budget-setting process for 2027/28.

**Recommendation:** Members are requested consider the report and the proposed events programme for 2027 and provide any comments, suggestions or direction they consider appropriate.

## Appendix 1: Implications

**Finance:** The proposed events programme will require appropriate financial provision as part of the Council's 2027/28 budget-setting process. Agreement of the programme in principle does not authorise expenditure beyond existing approved budgets. Additional expenditure may arise from security, traffic management, stewarding, infrastructure and other statutory or operational requirements.

**Staffing:** Officer and operational staff time will be required for the planning, coordination, preparation and delivery of approved events. The staffing implications of the overall programme should be considered alongside existing workloads and operational requirements.

**Risk:** Each approved event will require appropriate risk assessments and, where applicable, an event management plan, emergency arrangements, security measures and liaison with relevant agencies. Appropriate insurance arrangements will also need to be maintained.

**Equality and Diversity, Cohesion and Integration:**

Council events provide opportunities for community engagement and participation by residents from across Peterlee. Accessibility and equality considerations will be incorporated into individual event planning arrangements.

**Crime and Disorder:**

Appropriate security, stewarding, emergency planning and liaison with relevant agencies will be considered as part of the planning process for individual events.

**Consultation and Communication:**

Approved events will be promoted through the Council's communication channels and, where appropriate, through partner organisations and other stakeholders.

**Procurement:**

Any goods, works or services required for the delivery of the agreed events will be procured in accordance with the Council's Standing Orders, Financial Regulations and applicable procurement legislation.

**Legal:** Event delivery will be subject to all applicable statutory and regulatory requirements, including health and safety legislation and, when commenced and where applicable, the Terrorism (Protection of Premises) Act 2025.

**Report to:** Peterlee Town Council

**Date of Meeting:** 29<sup>th</sup> September 2026

**Subject:** **Over 60s Christmas Event Catering Options**

**Report of:** Richard Parker Hospitality Supervisor

**Report Purpose:** To ask Members to consider the catering arrangements for the proposed Over 60s Christmas event and determine which option they would prefer.

**Background:** At the Events Committee meeting held on 28<sup>th</sup> April 2026, Members discussed the success of the previous Over 60s events and supported holding two further events, with one suggested for December 2026 and another in February 2027.

Members also considered feedback from previous attendees that, due to the colder weather, a warmer meal would be more appropriate. It was suggested that the December event at the Pavilion be catered for by Pavilion staff.

The food budget for each event was increased from £500 to £750.

**Details:** Catering Options

Pavilion staff have considered how the Christmas event could be catered for and have provided two options.

**Option 1 – Full Christmas Meal over Two Days**

A full Christmas meal could be provided for 50 guests per day over two days, accommodating 100 guests in total.

Providing the event over two days would allow sufficient time for preparation, cooking, service and clearing while maintaining a good standard of hospitality.

**Option 2 – Simplified Christmas Meal over One Day**

Alternatively, all 100 guests could be accommodated at one event on a single day.

To make this achievable, the menu would be simplified and would consist of Yuletide broth served with a bread roll, followed by a warm mince pie, coffee and mints.

The simplified menu would reduce the preparation, cooking and service requirements and allow all 100 guests to attend on the same day.

Pavilion staff have confirmed that both options are achievable.

**Recommendation:** Members are asked to consider the two catering options set out in the report and determine their preferred option for the Over 60s Christmas event.

## **Appendix 1: Implications**

**Finance:** A budget of £750 has previously been agreed for food for the function. The preferred catering option will need to be delivered within the overall approved event budget.

**Staffing:** There will be staffing implications for the Pavilion and Events teams. Option 1 would require the catering service to be provided over two days for 50 guests each day, whereas Option 2 would accommodate 100 guests during a single event with a simplified catering offer.

**Risk:** No direct Implications.

**Equality and Diversity, Cohesion and Integration:**

There are no direct equality and diversity implications arising from this report. Function organisers should continue to consider accessibility and the needs of people who may require additional assistance during an emergency.

**Crime and Disorder:**

No direct Implications.

**Consultation and Communication:**

No direct Implications.

**Procurement:**

No direct Implications.

**Legal:** No direct Implications.

**Health and Safety:**

The function will be appropriately risk assessed. Food hygiene, allergen management, venue capacity, emergency arrangements and the health and safety of attendees, staff and volunteers will be considered as part of the event planning process.